

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32262
Job Class Code:	801	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	8803		

Job Code Established:		Effective Date:	
Job Code Revised:	05/23/89	Effective Date:	09/28/92

JOB CODE SERIES: Tax Analysis Series

JOB CODE TITLE: TAX ANALYST II

HRIS TITLE: TAX ANALYST II

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Tax Analyst Supervisor. Has the authority to research, analyze and prepare recommendations for new or changes to tax law and rules; to analyze and interpret tax laws; to serve as advisor at tax hearings. Analyzes and interprets Federal and State tax laws, case law and rules for the agency's auditing staff and taxpayer; prepares tax memoranda, position and impact statements; may serve as advisor in tax hearings to make recommendations and testify concerning the agency's position; assists in reviewing tax hearing decisions and protested cases and makes recommendations as to the agency's position and whether or not to appeal a decision; handles the most complex cases or functions as lead worker. Work product consists of tax memoranda, policy and administrative position recommendations, impact statements and interpretations completed. Responsible for timely and accurate analysis and interpretations; for reviewing and suggesting policy recommendations; for providing guidance in protested cases.

EXAMPLES OF DUTIES: Reviews taxpayer problems and questions concerning taxes, inconsistencies in reported information, interpretation of statutes or regulations; exercises judgment and discretion; resolves problems, makes determinations. Reads and interprets State, Federal and local codes, laws and rules in order to prepare reports or utilize in work activities. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for actions to be taken or resolution of problems. May attend meetings of policy staff, supplying information as requested. Confers with agency officials, staff members and representative of other agencies to acquire information needed for immediate determinations or decisions. Compares data from several sources to assure compliance with technical specifications, rules, or other technical document, using judgment and relying upon considerable knowledge of the subject material.

Writes synopses, briefs, abstracts, or condensations of cases, activities, actions or operations, based on review of records for time period; prepares for distribution. Drafts and processes administrative rule proposals and tax rulings on complex tax and legal matters for the department and affected taxpayers to rely upon in taxability determinations. Drafts proposed statutory language in order to implement desired changes to law; reviews, analyzes, and interprets pending and new legislation in order to prepare guidelines, rules, rulings, summaries and policy recommendations. Reviews and revises tax reporting and information forms and instructions in order to clarify forms and instructions and make changes required by law. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups. Performs related work as required.

WORK CONDITIONS: Frequent telephone contact with public, restriction to desk area and long hours of concentration on details.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices of auditing and accounting; Federal and State laws, case law and rules governing taxes administered by the agency; the policies and procedures established for the work system.

Ability to: apply auditing and accounting methods and techniques; analyze and interpret Federal and State laws; apply case laws and rules governing taxes administered by the agency; apply and interpret policies and procedures established for the work system; perform mathematical computations; communicate verbally and in writing; establish and maintain work relationships.